



OAC Plan Review

The OAC reviews plans for all MHSA components, including county and statewide programs. For Prevention and Early Intervention (PEI) and Innovation, the OAC has approval authority. For the other MHSA components, the Department of Mental Health (DMH) has approval authority.

Review Process: PEI and Innovation

1. MHSA PEI and Innovation plans are reviewed by OAC staff and any interested OAC commissioners. In addition, expert consultants, including members of the DMH Expert Pools of clients, family members and cultural competency experts, may be retained by the OAC to provide input regarding a plan.
2. OAC staff determines and communicates a timetable for all steps in the review and approval process, with consultation from the DMH and the County Mental Health Directors Association (CMHDA). OAC and DMH agree on a timetable for DMH to provide comments to OAC.
3. Staff recommends and OAC approves criteria and a review tool by which funding requests will be approved. Stakeholders are encouraged to give input.
4. Counties submit copies of plans simultaneously to DMH and OAC.
5. OAC posts notice of plan's arrival and communicates to interested stakeholders where plan can be reviewed online and how to request a written copy.
6. DMH conducts an administrative review to ensure that the plan is complete and includes all required attachments.
7. OAC designates a staff person to serve as single point of contact for each county; the county's designated OAC staff member is available during business hours to respond to questions about the review process or provide other needed support. Counties can request and receive written clarification or responses to questions.
8. OAC staff forwards plans and DMH's and stakeholders' comments to each reviewer. Staff also sends plans and comments to all OAC Commissioners, who can elect to review any plan.
9. OAC reviewers read and assess plans and comments, using review tool. Reviewers confer with DMH reviewers regarding their comments, as needed.

10. Reviewers meet to discuss the proposed plan and comments and determine next steps. Options include recommendation to approve or decision delayed pending written responses to the team's questions; conference call or face-to-face meeting with applicants as deemed appropriate; additional input or changes requested; or other actions. OAC staff work with county to resolve issues and reach consensus to develop a plan that can be recommended for approval.
11. OAC staff forwards any plans that have been changed during the review process to the DMH for notification of concerns that might prevent the State from being able to execute a contract. OAC staff and DMH staff work together to ensure that plans brought to OAC for approval allow DMH to execute a contract.
12. OAC staff adds approved plans to a Consent Agenda for the OAC and forwards to commissioners copies of all approved plans, a summary of reviewers' comments, and the facts supporting the recommendation for approval. Information is provided sufficiently in advance of the next OAC meeting to allow commissioners to read and respond to reviewers' recommendations.
13. At the OAC meeting, any commissioner can remove any plan from the Consent Agenda. A plan removed from the Consent Agenda becomes subject for discussion at the meeting.
14. OAC formally takes action to approve plans on the Consent Agenda and authorizes funding for approved plans.
15. Staff notes on the OAC agenda any plans that cannot be recommended for approval after efforts to work with the county have been exhausted. Clear explanations for the reasons for the lack of recommendation for approval are provided in writing to the county, OAC and DMH.
16. OAC discusses any plans for which reviewers cannot recommend approval of funding and any plans that have been removed from the Consent Agenda by a Commissioner, and determines next steps. Options are approval of the plan or direction to staff to return to work with county to request specified additions and/or changes.
17. The OAC meets monthly, as needed, in order to ensure timely approval of PEI and Innovation plans.
18. The approved applications are forwarded to the DMH for actions necessary to implement the contracting process.
19. At conclusion of funding cycle, staff prepares report to OAC to assess impact of comments and analysis of trends and issues revealed by cumulative review of plans.

Review Process: Community Services and Supports, Education and Training, Technology and Facilities

1. MHSA plans are reviewed by OAC staff and any interested OAC commissioners. In addition, members of the DMH Expert Pools of clients, family members and cultural competency experts may be retained by the OAC to provide input regarding a plan.
2. OAC staff reaches agreement with DMH on a timetable that allows OAC to provide comments and DMH to consider and respond to OAC's comments.
3. Staff develops criteria and a review tool by which reviewers will comment on plans, based on the MHSA and approved Guidelines. Stakeholders are encouraged to give input.
4. Counties submit plans to DMH. Copies are then forwarded by DMH to OAC as quickly as possible to allow time for review and comments.
5. OAC staff forwards plans to all OAC Commissioners, who can elect to participate in review and comment process for any plan.
6. OAC reviewers read and comment on plans.
7. Reviewers meet to discuss comments and reach consensus.
8. OAC staff consolidates comments for each plan into a single document.
9. Staff includes comments in the OAC's Consent Agenda. Staff submits the completed summary comments for each plan to the OAC sufficiently in advance of the next meeting to allow commissioners to read and respond to reviewers' recommendations.
10. The OAC formally approves comments at its next meeting as a component of the Consent Agenda. At the OAC meeting, any commissioner can remove any plan from the Consent Agenda. A plan removed from the Consent Agenda becomes subject for discussion at the meeting, resulting in OAC approval of revised or additional comments.
11. Staff forwards comments to DMH. DMH review team can also review provisional OAC review team comments, pending formal OAC approval through Consent Agenda.
12. At conclusion of funding cycle, staff prepares report to OAC to assess impact of comments and analysis of trends and issues revealed by cumulative review of plans.